

# NORRIDGE POLICE DEPARTMENT

## Employee Warning Notice

Name: Zeljka Ljubcic Star #: 39 Date: March 25, 2019

TYPE OF VIOLATION				
Attendance	Carelessness	Insubordination	Late Arrival/Early Quit	
Failure to Follow Instructions	Rudeness Towards Citizens	Willful Damage to Equipment	Personal Business While on Duty	
Unsatisfactory Work Performance	Violations of Policy/Procedure	Motor Vehicle Crash	X	Missing a Court Date

Date of Violation: March 7, 2019 Time of Violation: 0900

### DESCRIPTION OF VIOLATION:

Officer Ljubcic was assigned to Misdemeanor Court on 3-7-2019 at 0900. Ljubcic was given notice of cases which required her presense in court. OfficerL Ljubcic failed to attend court on the assigned date and time. GO A25 Court Appearance Secion II C (1) outlines the specifications for obtaining an excused absence.

### OFFICER'S STATEMENT:

☒ I agree with the above description ☐ I disagree with the above description

My reason is: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*[Signature]* 34 03/25/2019  
 Officer's Signature Star # Date

ACTION TAKEN	DATE	SUPERVISOR NAME & STAR
X Verbal Warning	03/25/19	<i>[Signature]</i> 501
Written Warning		
Disciplinary Write-up		

### CONSEQUENCES IF VIOLATION OCCURS AGAIN;

A second violation will result in a written warning.

I have read and understand this warning;

*[Signature]* #34  
 Officer's Signature / Star#

03/25/2019  
 Date

Supervisor Issuing Warning:

*[Signature]*  
 Supervisor's Signature / Star #

3/25/2019  
 Date